



**Transportation
Security
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION
Property Management Division**

**TSA MANAGEMENT DIRECTIVE No. 200.54
EXECUTIVE TRANSPORTATION SERVICES**

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.54, *Executive Transportation Services*, dated September 10, 2014.

SUMMARY OF CHANGES: Minor administrative changes to include the update of the Executive Transportation Service email address.

- 1. PURPOSE:** This directive provides TSA policy and procedures for the use and operations of the TSA Headquarters Executive Transportation Services.
- 2. SCOPE:** This directive applies to TSA Headquarters executives.
- 3. AUTHORITIES:**
 - A. 31 U.S.C. § 1344, *Passenger Carrier Use*
 - B. 31 U.S.C. § 1349, *Adverse Personnel Actions*
 - C. 41 CFR part 102-5, *Home-to-Work Transportation*
 - D. 41 CFR part 102-34, *Motor Vehicle Management*
 - E. [DHS MD 0520.1, Motor Pool Operation \(April 14, 2003\)](#)
- 4. DEFINITIONS:**
 - A. Executive Transportation Services: Contractor provided vehicle and driver for the transportation of approved TSA officials.
 - B. Executive Transportation Service Vehicles: Unless otherwise specified, sedan-type model vehicles accommodating approved TSA officials.
 - C. Approved TSA Officials: Designated officials, including the Administrator and other senior leaders identified in accordance with Section 6.B.
- 5. RESPONSIBILITIES:**
 - A. The Chief Administrative Officer (CAO), through the Property Management Division's, Fleet and Transportation Services Branch, shall be responsible for all aspects of this directive.

- B. The utilizing office is responsible for submitting to Fleet and Transportation Services Branch with a copy (cc) to ExecutiveSedanService@tsa.dhs.gov , a current:
 - (1) Point of Contact (POC)
 - (2) Alternate POC
 - (3) List of individuals authorized to contact the contractor for Executive Transportation services, as well as any revisions to this information prior to using the service.
- C. The Contracting Officer's Representative (COR) is responsible for providing the contractor with a list of individuals authorized to make and/or update reservations for Executive Transportation Services.

6. POLICY:

- A. Use of Executive Transportation Services shall be used for the performance of official duties only.
- B. The following individuals may use the Executive Transportation Services in the performance of their official duties to facilitate necessary local travel:
 - (1) Assistant Secretary/Administrator
 - (2) Deputy Administrator
 - (3) All Assistant Administrators and equivalents
 - (4) Other positions, as designated by the CAO
- C. Requests for additions to the sedan services approved list of persons other than those listed in paragraphs 6.B (1)-(3) above shall be submitted via email to the CFO with carbon copy (cc) to ExecutiveSedanService@tsa.dhs.gov for review and approval. Requests shall include the requestor's name, position title, and justification.
- D. Executive Transportation Services will be provided within the Washington, D.C., metropolitan area and can be provided to and from the Baltimore-Washington International Airport and Dulles International Airport for an additional fee. This service shall be used for official business only and for transporting authorized passengers to and from authorized destinations e.g., DHS, TSA Headquarters, and meeting locations for official business. Although Executive Transportation Services are available within the Washington, D.C., metropolitan area to perform TSA's mission, consideration shall first be given to using taxis and available public transportation to control costs to TSA.
- E. Transportation to or from an individual's personal residence (home-to-work) is *not* authorized unless specifically approved by the Secretary of Homeland Security or permitted by applicable regulations governing temporary duty or relocation travel. Please refer to [TSA MD 200.59, Home-To-Work Transportation](#), 31 U.S.C. § 1344 and 41 CFR § 102-5. Unauthorized use of Executive Transportation Services may result in recovery of costs and disciplinary action.
- F. Passengers are required to wear seat belts and are not permitted to eat, drink, or smoke while in Executive Transportation Service vehicles.

- G. When an approved TSA official is utilizing this service, he or she may permit additional passengers to ride in the vehicle as long as no additional stops are necessary. A larger vehicle may not be requested to accommodate additional passengers, unless the passengers are necessary to the mission.

7. PROCEDURES:

- A. To reserve Executive Transportation Services, access the [Fleet and Transportation Services](#) iShare page to obtain the name, contact information and contract specifications of the current vendor.
- B. Authorized persons needing Executive Transportation Services should make reservations, whenever possible, at least two hours prior to departure by contacting the contractor directly and providing the dispatcher with the trip details.
- C. The utilizing office shall provide the contractor with the name of the TSA official and any other information needed by the contractor for the reservation.
- D. Drivers will wait no longer than the time specified in the contract for return service, unless the requestor has specified a reasonable timeline for pickup. For delays in excess of 15 minutes, the requestor should communicate his or her intentions to the driver and/or contractor dispatcher, or make separate arrangements for return service. Additional charges are incurred for wait times in increments of 15 minutes.

- 8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

July 26, 2016

Pat A. Rose, Jr.
Assistant Administrator, Chief Financial
and Administrative Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalents, Business Management Office Directors, CORs

Point-of-Contact: Tashoia Miffin, Property Management Division, Fleet and Transportation Services, (571) 227-3082, ExecutiveSedanService@tsa.dhs.gov